CALSTARS TABLE MAINTENANCE FOR CalATERS INTERFACES

The following describes the CALSTARS table maintenance that is required to make the Interfaces work efficiently. The Organization Control and D23 Fund Detail Descriptor Tables should require maintenance only once. The Vendor Edit Table requires ongoing maintenance.

Organizational Control Table
CALSTARS uses the travel advance information received from the CalATERS to ORF Interface to generate transactions. These transactions are batched and loaded to the online system for review and release by the agency. The CALATERS-ORF indicator in the OC Table controls how CALSTARS batches these generated transactions. (This indicator has no effect on the CalATERS to Department Accounting Interface, which is automatically run for all CALSTARS agencies.) This indicator must be set in the **current year** OC Table. The options are:

    Y   Generate travel advance and travel advance liquidation transactions. Do not create separate batches for each Index Code. This is the normal setting for most agencies that maintain the ORF in CALSTARS.

    I   Generate travel advance and travel advance liquidation transactions. Create separate batches for each Index Code. Agencies that use Index Code in the ORF may choose this option to segregate checks for processing at multiple locations or to meet specific needs.

    N   Do not create transactions from CalATERS data. This is the normal setting for agencies that do not maintain ORF in CALSTARS. This setting turns off the CalATERS to ORF and the ORF to CalATERS Interfaces.

D23 Fund Detail Descriptor Table
Agencies that maintain ORF in CALSTARS use TC 279's to record the liquidation of travel advances. Agencies have the option of using a single Vendor Number/Suffix for all TC 279's or using the Vendor Number/Suffix from the original advance. Either way, CALSTARS posts the liquidation transaction to the Vendor Payment File using the Vendor Number/Suffix from the original advance.

Agencies that code TC 279's with the Vendor Number/Suffix from the original advance do not need to perform D23 table maintenance.

Agencies that use a single Vendor Number/Suffix for all TC 279's must supply this number to CALSTARS. There is no way for agencies to provide this Vendor Number/Suffix through CalATERS. Therefore, CALSTARS has defined part of the Reference Data field of the D23 Table to allow agencies to specify the Vendor Number/Suffix to be used. For additional information about table

maintenance for the D23 Descriptor Table, see CPM Volume 2, Chapter IV-DT, page IV-DT-9.

Every approved travel advance form in CalATERS contains a completed field labeled "ORF ID." This field is discussed in greater detail in the Travel Advance section. The third and fourth characters of the ORF ID field contain the CALSTARS ORF Fund Detail that will be used to post the advance. Most agencies do not use Fund Detail in ORF. For these agencies, the last two characters of the ORF ID is "00."

When CALSTARS builds TC 279's from the information provided by the CalATERS to ORF Interface, CALSTARS looks at the last two characters of the ORF ID to determine the Fund Detail. CALSTARS then looks in the D23 Table to determine if the agency has supplied a Vendor Number/Suffix in the Reference Data area. If a Vendor Number/Suffix is found in the D23 Table, the Vendor Number/Suffix is used in the TC 279 transaction. Otherwise, the Vendor Number/Suffix of the original travel advance is used in the TC 279 transaction.

When the last two characters of the ORF ID are "00," a dummy Fund Detail must be established because CALSTARS does not allow Fund Detail "00" to be established. Agencies must establish this dummy Fund Detail record with the key 0998ZZ, which will contain the single Vendor Number/Suffix that will be used for all TC 279's.

If the agency does not code the Vendor Number/Suffix in the D23 Descriptor Table, CALSTARS will default to the Vendor Number/Suffix of the original advance.

Vendor Edit Table

In CALSTARS the Vendor Payment File tracks payments by Vendor Number/Suffix. CALSTARS Vendor Numbers are not maintained in CalATERS. To populate this field in the transactions built from CalATERS Interfaces, CALSTARS must have a way to look up the appropriate Vendor Number. This is done by using the Social Security Number (SSN) stored in the employee profiles maintained in CalATERS.

CalATERS records transmitted to CALSTARS via the Interface contain the employee's SSN. CALSTARS uses this SSN to query the SSN field of Vendor Type **1** and **I** records of the Vendor Edit Table for a match. If a match is found, the Vendor Number/Suffix of the matched record is used in the transaction. (If there are multiple Vendor Number/Suffix records with the same SSN, the first Vendor Number/Suffix found is used.) If a match is not found when building TC 278 and 423 transactions, the Vendor Number/Suffix field is left blank. If a match is not found when building TC 242 transactions (which do not require Vendor Number/Suffix), then the Vendor Number/Suffix will be blank or filled with CALATERSVN-00 depending on how the Vendor Table is set up. If the Vendor Number/Suffix " CALATERSVN-00 is not set up in the Vendor Edit Table, the TC 242 will post without a Vendor Number/Suffix. If the Vendor Table is set up with Vendor Number/Suffix CALATERSVN-00 set to **Inactive,** then the Vendor

Number/Suffix in the transaction will be filled with "CALATERSVN-00". This will cause the transaction to post to the Error File, where it can be correct by using a valid Vendor Number/Suffix.

DAILY PROCESSING FUNCTIONS

The following section describes the normal processing functions agencies perform when using CalATERS. These functions are considerably different than processing performed without CalATERS. Refer back to Exhibit XXII-1 for the chart that shows how the various functions are performed without and with CalATERS.

Generally speaking, these procedures do not explain the use of the CalATERS screens. The SCO's web site (www.calaters.ca.gov) contains complete documentation about the use of the CalATERS screens.

Travel Advance Forms

Employees complete the electronic travel advance form in CalATERS. The travel advance form is electronically routed to the supervisor for approval. The travel advance is then electronically routed to the AO for review, completion and approval.

Part of the Accounting Office's review, completion and approval process is to ensure that the coding required by CALSTARS to generate transactions is complete. The Accounting Office must complete several fields on the Check Delivery Option tab. CalATERS data fields used by CALSTARS are:

Produce ORF Check Manually? - Part of the Accounting Office's approval process is to specify how the Accounting Office will prepare the check. To do this, answer the question: "Produce ORF Check Manually?" If No is selected, a transaction code of "T" is assigned to the record. This causes a TC 423 entry to be generated to record an automated travel advance. If Yes is selected, a transaction code of "M" is assigned to the record. This causes a TC 278 entry to be generated to record a manual travel advance.

Index - (Optional) Enter Index Code used in CALSTARS ORF (Index Code is not commonly used in ORF).

FFY - Enter the 4-digit FFY in which the travel will occur.

Agency Name - The available Agency Names are provided on a drop-down menu. Since most accounting offices perform accounting for only one Organization Code, only one name will appear. Agencies that perform accounting for multiple Organization Codes select from multiple names.

ORF ID - Once the Agency Name is selected, select the ORF ID from the agency's available choices in the ORF ID drop down box. The last two digits of the ORF ID are the CALSTARS ORF Fund Detail. For agencies that do not use Fund Detail in ORF, the last two digits are "00." Since "00" is not a

valid Fund Detail in CALSTARS, the interface program converts "00" to blanks and therefore it does not appear in the generated transactions.

Amount - The amount of the travel advance. This is used as the Transaction Amount in the generated transaction.

TA ID - (Assigned by CalATERS) The unique CalATERS reference number assigned to the travel advance form. In the generated travel advance transactions, the Invoice and Multipurpose fields contain the TA ID. The reference number is displayed on the work queue.

SSN - (From the Employee Profile) The employee's Social Security Number is stored in the CalATERS User Profile and transmitted to CALSTARS with each record in the Interface. It is used to lookup the employee's CALSTARS Vendor Number. See the CALSTARS Table Maintenance for CalATERS Interface, Vendor Edit Table section above for more information. Note: SSN is not displayed on the travel advance form.

If the travel advance check will be issued manually (not using the Checkwriter Subsystem), the Accounting Office may type and distribute the check as soon as the travel advance form is approved. Do not record issuance of check in CALSTARS. The following morning, the CalATERS to ORF Interface transmits information from approved travel advance forms to CALSTARS. CALSTARS uses this information to build accounting transactions. The transactions are batched and loaded to the online system for review and release by the Accounting Office. CALSTARS loads activity reports to ROPES for printing by the agency. These reports assist in the review of the batches loaded to the online system.

The processing is very different for Checkwriter vs. manual check batches. The following describes each process.

Checkwriter Issued Travel Advance Check Batches
CALSTARS generates batches that contain TC 423 transactions for checks to be printed on the Checkwriter Subsystem. These batches are assigned Batch Type **XB**. The CalATERS-ORF Indicator in the OC Table determines how transactions are grouped by batch. If the CalATERS-ORF Indicator = **Y,** CALSTARS creates a separate batch for each FFY and Fund Detail combination. If the CalATERS-ORF Indicator = **I,** CALSTARS creates a separate batch for each FFY, Fund Detail **and** Index.

To assist with the review of these batches, CALSTARS produces the following two reports. These reports are loaded to the agency's "ATER" ROPES Queue at the same time the batches are loaded to the online system.

CSBA30-1, Generated TC 423 Transactions From CalATERS (Exhibit XXII-3) (Lists all generated TC 423 transactions for the day.)

CSBA30-2, Generated TC 423 Transactions With Errors Summary (Exhibit XXII-4) (Summary report that shows only those transactions with errors and shows the total number of batches and records.)

Agencies should review these reports. If errors are present, the affected transactions must be corrected before the batches can be released. Once the batches are released, they are available for further processing through the Checkwriter Subsystem. See CPM Volume 1, Chapter XIV, Checkwriter Subsystem, starting with the Printing Checks section on page XIV-7, for specific instructions.

WARNING: The Checkwriter Subsystem automatically populates the Current Document Number/Suffix field of each transaction with the corresponding 9-digit check number followed by '0'. Do not override this feature by keying an agency defined number. Later, when the advance is liquidated, CALSTARS will build a TC 279 with the Reference Document/Suffix based on the check number.

Refer to the subsequent section, ORF Check Data To CalATERS, for a description of how the ORF check data is transmitted to CalATERS.

Exhibit XXII-3

```
CSBA30-1 (DEST: A1 AQL1) **********        DEPARTMENT OF AIR QUALITY        ************************** ORG NUMBER:   9990
                         CALSTARS    GENERATED TC423 TRANSACTIONS FROM CALATERS    REPORT                ORG PAGE:        1
04/23/2003 (06:00) *********************************************************************************** RUN PAGE:        1


----- BATCH ID -----               FUND
   DATE    TYPE  NBR  FM    SEQ    FFY   DTL     TA ID       INDX    VENDOR-SFX      TRANS AMOUNT       ERROR MESSAGE(S)
---------- --   ---  --    -----  ----  --   -----------   ----   ------------    ----------------   -----------------------

04-23-2003 XB   001  10    00001   2002   06   TAF000000107          EMPL002131-00          1,000.00
                          00002   2002   06   TAF000000206                                 1,500.00   N51-CANT FIND VENDOR NBR
                          00003   2002   06   TAF000000265          EMPL002132-00            600.00
                          00004   2002   06   TAF000000298          EMPL023556-00            300.00
                          00005   2002   06   TAF000000315          EMPL000364-00          2,010.00
                          00006   2002   06   TAF000000317          EMPL003768-00          1,560.00
                          00007   2002   06   TAF000000325          EMPL000765-00            700.00
                          00008   2002   06   TAF000000344          EMPL000095-00            750.00
                                                                                   ==================
          TOTALS FOR BATCH: 04-23-2003  XB 001   BATCH COUNT:   8    BATCH AMOUNT:         8,420.00


04-23-2003 XB   002  10    00001   2002   AA   TAF000000207          EMPL000345-00            800.00   E46-OPT FD NOT IN D23
                          00002   2002   AA   TAF000000307                                   900.00   E46-OPT FD NOT IN D23
                                                                                                      N51-CANT FIND VENDOR NBR
                          00003   2002   AA   TAF000000417                                   700.00   E46-OPT FD NOT IN D23
                                                                                                      N51-CANT FIND VENDOR NBR
                                                                                   ==================
          TOTALS FOR BATCH: 04-23-2003  XB 002   BATCH COUNT:   3    BATCH AMOUNT:         2,400.00








    *********************************************************************************************************************
    NOTE:  ALL ERRORS MUST BE CORRECTED ON THESE AUTOMATED CHECK BATCHES BEFORE THEY CAN BE RELEASED.
    *********************************************************************************************************************
```

Number. See the CALSTARS Table Maintenance for CalATERS
Interface, Vendor Edit Table, section above for more information.

Transaction Date - The transaction date comes from the SCO Fiscal System.
It is the date of the journal entry that posts the expense to the
appropriation. In CALSTARS accounting transactions it is used as the
Document Date. It is also used to determine the Fiscal Month of the
generated batch (this eliminates reconciling items between the SCO
Fiscal System and the CALSTARS appropriation accounts).

Journal Entry Number - All CalATERS expense payments are posted to the
SCO Fiscal System using Journal Entry Number TER*nnnnnnn*. In
CALSTARS accounting transactions it is coded in the Current Document
Number/Suffix field.

ER ID - Each expense reimbursement form is assigned a unique identification
number (TEA*nnnnnnn*) for tracking purposes. In CALSTARS accounting
transactions it is coded in the Invoice Number field.

Travel Advance Recovery
The next step of the Accounting Office review, completion and approval process is to
recover any outstanding travel advances. Verify/select the travel advance to be
recovered and the amount to be recovered.

Payment of Expense Reimbursements
When the Accounting Office completes the review and approval of the expense
reimbursement form, it is electronically submitted to CalATERS for payment.
CalATERS interfaces directly with the SCO Fiscal System. The SCO Fiscal System
issues warrants as follows:

✪ If an outstanding travel advance was recovered, the SCO Fiscal System
issues a warrant for the amount that is recovered to reimburse the
outstanding travel advance in ORF. The SCO mails this warrant to the
Accounting Office. As explained below, the SCO warrant number is used for
recording the accounting event in CALSTARS.

✪ CalATERS calculates the balance due to the employee. The balance due is
the total ER less any recovered travel advances. The SCO Fiscal System
issues a warrant to the employee for the balance due. The warrant is either
mailed directly to the employee or deposited in the employee's payroll direct
deposit account. This payment is assigned a journal entry number
(TER*nnnnnnn*). As explained below, this TER*nnnnnnn* is used for recording
the accounting event in CALSTARS.

Record Expense Reimbursements in CALSTARS
Once the agency's appropriation has been charged and warrants issued by the SCO, payment information is transmitted to CALSTARS via the CalATERS to Department Accounting Interface. CALSTARS uses the CalATERS payment information to build TC 242 accounting transactions. These transactions are batched and loaded to the online system for review and release by the Accounting Office. These batches are assigned Batch Type **XA**. There is a separate batch for each journal entry number.

To assist with the review of these batches, CALSTARS produces the following two reports. These reports are loaded to the agency's "ATER" ROPES Queue at the same time the batches are loaded to the online system.

> CSBA20-1, Generated TC 242 Transactions From CalATERS (Exhibit XXII-8)
>   (Lists all the generated TC 242 transactions for the day.)

> CSBA20-2, Agency Summary of TC 242 Transactions Generated (Exhibit XXII-9)
>   (Summary report that shows the total number of batches and records.)

Agencies should review these reports prior to releasing the batches. These batches have not been edited. However, if a Vendor Number/Suffix could not be found using the employee's SSN, the field will be blank. This will cause the transaction to post without a Vendor Number/Suffix. See the Section 'CALSTARS Table Maintenance for CalATERS Interfaces' in this Chapter for further instructions on the Vendor Edit Table.

Agencies may invoke online editing of transactions by recalling each transaction for a "Change" and pressing the Enter key. Alternatively, agencies may release the batches without recalling the transactions. Any errors may then be corrected through the normal Error Correction process.